

10-18-2005 DOD DACM Procedures

SUBJECT: DOD DACM guidance for Other Defense Agency processing of civilian Career-Level Certifications, Acquisition Corps Memberships, and Fulfillment Certifications

A. CAREER LEVEL CERTIFICATION APPROVAL

All requests (applications) for career-level certifications from acquisition members within an ODA will be approved by the designated Certification/Acquisition Corps/Fulfillment Official POC at the agency to which the member is assigned. The designated POC will prepare and present a certificate to all members for whom a career level certification was approved. In the event that a subject matter expert is not available at an ODA, the DoD DACM office will assist requesting agency by referring them to the appropriate FIPT chair for package review/final recommendation.

B. ACQUISITION CORPS MEMBERSHIP APPROVAL

Application for membership in the Defense Acquisition Corps should be submitted on [DD Form 2587](#), July 1998, with supporting documents, to the designated Certification/Acquisition/Fulfillment Official POC, at the ODA to which the member is assigned. Upon approval, an e-mail should be sent from the ODA Official POC to the DoD DACM Office with the name of the new Corps member. Upon receipt, the DoD DACM Office will prepare and send a Defense Acquisition Corps certificate and pin to the approving ODA's POC for presentation to the member.

C. Fulfillment Competencies Requirement

The fulfillment guide and information is located at: <http://www.dau.mil/learning/career/fulfil99.pdf>. The Acquisition Career Manager, Training officer, or HR specialist at the Other Defense Agency will assist the employee on the local procedures for processing Fulfillment packages. All Fulfillments are approved locally at each Defense Agency.